

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT
FINANCE



INDIANA GOVERNMENT CENTER
NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: County Councils, Commissioners, Assessors, Auditors, Treasurers, and
Information Technology Leaders

FROM: Cheryl A. W. Musgrave, Commissioner *CWM*

RE: Property Tax Software Vendor Certification

DATE: November 13, 2008

As the vendor software certification deadline of December 31, 2008 approaches, the Department of Local Government Finance has received many questions about what may happen if a given vendor fails to become certified by the deadline and actions a county may take to prepare. This memorandum will help to answer these questions.

The December 31, 2008 deadline for certification is a firm deadline. As of November 12, 2008, most Computer Aided Mass Appraisal (CAMA) and tax billing vendors in the state have either achieved certification, been through initial testing, or are scheduled to test for certification. Information on where individual vendors are in the process of certification can be found at www.in.gov/dlgf/2447.htm.

If a vendor fails to become certified by the December 31, 2008 deadline, the administrative rule governing certification is clear that "a county may not use, purchase, contract for the purchase of, or otherwise acquire: (1) computer software; or (2) computer services; unless the computer system to be used and any software or services are certified by the department or its designee under this article" (50 IAC 23-18-1, subsection a). As part of this requirement, if a vendor is not certified by the deadline, the county may not pay any support money to said vendor until they achieve certification.

Counties currently utilizing non-certified software and considering contracting with a certified vendor and application have asked about the required timeframe to accomplish the migration. The Department is willing to work with counties electing to transition to a certified vendor on a case-by-case basis. The Department will consider mitigating circumstances before any sanctions or penalties are imposed.

As always, the Department stands ready and willing to assist with any questions related to a vendor transition, including issues related to the Request for Proposal (RFP) process, and timelines for vendor certification.

Please contact Director of Operations Jeff Volz at jvolz@dlgf.in.gov or Assistant Director of Operations Tim Jorczak at tjorczak@dlgf.in.gov with any questions or concerns.